

INSTRUCTIONS FOR THE NELAP FIELD OF ACCREDITATION (FOA) FORMS

The FOA forms are in Microsoft Excel format. You will need this software to work with the forms.

The files are in **Excel workbooks with multiple worksheets**. Each worksheet is for one FOA, and the FOAs in similar fields are combined together in a workbook. The following is the list of workbook files with associated FOAs. **To select a worksheet, click the FOA tabs at the bottom left of the workbook.**

| <u>File Name</u> | <u>FOA</u> | <u>Description</u> |
|-------------------------|-------------------|--|
| Microbiology.xls | N101 | microbiology of drinking water |
| | N107 | microbiology of wastewater |
| SDWA Inorganic.xls | N102 | inorganic chemistry of drinking water |
| | N103 | toxic chemical elements of drinking water |
| SDWA Organic.xls | N104 | volatile organic chemistry of drinking water |
| | N105 | semi-volatile organic chemistry of drinking water |
| CWA Inorganic.xls | N108 | inorganic chemistry of wastewater |
| | N109 | toxic chemical elements of wastewater |
| CWA Organic.xls | N110 | volatile organic chemistry of wastewater |
| | N111 | semi-volatile organic chemistry of wastewater |
| RCRA Inorganic.xls | N114 | inorganic chemistry of hazardous waste |
| | N115 | extraction test of hazardous waste |
| | N120 | physical properties of hazardous waste |
| RCRA Organic.xls | N116 | volatile organic chemistry of hazardous waste |
| | N117 | semi-volatile organic chemistry of hazardous waste |
| RCRA Asbestos.xls | N121 | bulk asbestos analysis of hazardous waste |
| Radiochemistry.xls | N106 | radiochemistry of drinking water |
| | N112 | radiochemistry of wastewater |
| | N118 | radiochemistry of hazardous waste |
| Bioassay.xls | N113 | whole effluent toxicity of wastewater |
| | N119 | toxicity bioassay of hazardous waste |

Procedures for completing the FOA forms:

- 1. Select an FOA worksheet, and fill in appropriate columns, following the instructions below.**

If the workbook has multiple worksheets and if you are seeking accreditation for the FOAs, make sure you complete all the worksheets you need by clicking the FOA tabs at the bottom.

Do not change the following columns:

Subgroup Code: Subgroup code for ELAP database.

Analyte Code (or Species Code): Analyte number for multi-analyte methods, species for bioassay.

Method: Refers to the approved analytical test procedure.

Analyte: Refers to the specific analyte for each method.

Fill in the following columns:

Enter “Y” for selection: Enter Y for each method/analyte that you are seeking accreditation for.

Enter “A” for Aqueous matrix testing only: Enter A if you are seeking accreditation for aqueous matrix testing only (for RCRA Program FOAs only).

SOP Y/N: Indicate whether an SOP conforming with NELAC standards (Section 5.10.1.2 (b)) is available.

IDOC Y/N: Indicate whether an Initial Demonstration of Capability (IDOC) is available. Refer to Quality Systems, Appendix C (for applicable methods only).

Assigned Analyst(s): List the analyst(s) assigned to perform each analyte/method. You may use initials but provide a key for them. Analysts may be grouped by work cells (Section 5.6.2 (b)).

- 2. Fill out the laboratory name and the name of the lab director or representative at the footer of the form.** Choose the View from the menu, select Header and Footer, and click the Custom Footer command button. Enter the names at the left section and click OK to close the dialog box.
- 3. Save the files, keeping the original workbook structure intact.** Do not combine the worksheets from different files.
- 4. Print each FOA worksheet.** You may use different scaling for better fit. The page break may change based on your printer. Use the page break preview to adjust the page breaks.
- 5. Sign and date at the bottom of each page.**

6. Send the signed hard copy of the FOA worksheets to your respective ELAP area office.

a. Northern California Labs & Labs located outside California:

Aida S. Dente
ELAP Headquarters
Department of Health Services
1625 Shattuck Avenue, Room 101
Berkeley, CA 94709-1611

b. Southern California Labs:

Richard Spinner
ELAP Los Angeles Field Office
Department of Health Services
1449 W. Temple St., Room # 231
Los Angeles, CA 90026-5698

7. In addition, return the FOA files (in Excel or zip files) electronically via E-mail or a diskette.

a. E-mail the attached FOA files to elapca@dhs.ca.gov. Please indicate "NELAP FOAs from (your laboratory name)" on the subject line.

-OR-

b. Label the diskette with "NELAP FOAs from (your laboratory name)" and send to:

Environmental Accreditation Program
1625 Shattuck Avenue, Room 101
Berkeley, CA 94709-1611